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# HQ AFOATS



**AIR FORCE JUNIOR RESERVE  
OFFICER TRAINING CORPS (AFJROTC)**

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**DRILL AND CEREMONIES  
STUDENT WORKBOOK**

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# **HQ AFOATS**

## **Air Force Officer Accession and Training Schools**

### **Curriculum Division**

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#### **AFJROTC Drill and Ceremonies**

#### **Student Workbook**

##### **Curriculum Division**

Dr. Charles J. Nath, III, Director  
Lieutenant Colonel Charles G. Capps, Deputy Director  
Lieutenant Colonel John Kiecana, Chief Junior Curriculum

##### **Produced and Edited by**

Ms. DeShana E. Chisolm

##### **Contributing Editors**

Ms. Naomi Mitchell  
Mr. Roger Ledbetter

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**Editorial Assistance by**  
Annie Robinson

**Documentation Specialist**  
Betsy Skelton

**Textbook Manager**  
Marche Hinson

**United States Air Force**  
**Air Force Junior Reserve Officer Training Corps**  
**Maxwell Air Force Base, Alabama 36112-6106**

# Preface

This student workbook is an instructional aid to be used as a supplement to the AFMAN 36-2203 *Personnel Drill and Ceremonies*. It has been closely tailored to the manual and will help emphasize the most important areas. The main objective of this instructional aid is to provide a useful tool to both instructor and student. Comments will help improve the product to best accomplish that objective. We welcome comments or suggestions. Please forward them to HQ AFOATS/CR, 551 East Maxwell AFB AL 36112-6106.

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## *Chapter 1*

# **Introduction to Drill and Ceremonies**

### **A. Define, Describe, or Identify:**

1. Drill -
2. Cadence -
3. Ceremonies -
4. Slow Time -
5. Reviewing Officer -
6. Mark Time -
7. Quick Time -
8. Element -
9. Cover -
10. Pace -
11. Line of March -
12. Ready Line -
13. Center -

## B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. The rate of marching at 60 steps per minute is known as \_\_\_\_\_.
2. The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval is called \_\_\_\_\_.
3. The extreme right or left side of a formation in line or in column is called the \_\_\_\_\_.
4. \_\_\_\_\_ is a single line of persons placed side by side.
5. \_\_\_\_\_ is the method in which precision movements of two or more counts are demonstrated, practiced, and learned—one count at a time.
6. The Airman designated to regulate the direction and rate of march is called the \_\_\_\_\_.
7. \_\_\_\_\_ is the alignment of elements side by side or in line maintaining proper interval.
8. The space between individuals placed side by side is called \_\_\_\_\_.
9. A normal interval is arm's length and a \_\_\_\_\_ interval is 4 inches.
10. \_\_\_\_\_ is the space occupied by a unit, measured from flank to flank.

## C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. The arrangement of units side by side with guide and element leaders at the head is known as \_\_\_\_\_.
  - a. in line.
  - b. in column.
  - c. inverted column.
  - d. inverted line.



2. The arrangement of units one behind the other with the guide and element leaders to the extreme left flank is called \_\_\_\_\_.
- a. in line.
  - b. inverted line.
  - c. inverted column.
  - d. in column.
3. The arrangement of units one behind the other with the guide and element leader to the extreme right flank is called \_\_\_\_\_.
- a. in line.
  - b. inverted column.
  - c. inverted line.
  - d. in column.
4. The arrangement of units side by side with guide and element leaders to the rear is known as an \_\_\_\_\_.
- a. inverted line.
  - b. inverted column.
  - c. in line.
  - d. in column.
5. The line on which the adjutant forms the front rank of troops for a parade or review is called the \_\_\_\_\_.
- a. final line.
  - b. inverted line.
  - c. line of march.
  - d. ready line.
6. A forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time before Adjutant's Call is called a (an) \_\_\_\_\_.
- a. inverted line.
  - b. line of march.
  - c. ready line.
  - d. final line.

## D. Matching:

Match the definitions in column A with the terms in Column B.

### *Column A*

- \_\_\_\_\_ 1. Rate of marching at 180 steps (30 inches in length) per minute.
- \_\_\_\_\_ 2. A single column of persons placed one behind the other.
- \_\_\_\_\_ 3. The correct place for an officer, noncommissioned officer, or Airman to stand while in formation.
- \_\_\_\_\_ 4. Any portion of a given formation.
- \_\_\_\_\_ 5. The distance measured from heel to heel between the feet of an individual marching.
- \_\_\_\_\_ 6. The leading unit of a column.
- \_\_\_\_\_ 7. Dress and cover.
- \_\_\_\_\_ 8. At least two, but not more than four, elements.
- \_\_\_\_\_ 9. An arrangement of units.
- \_\_\_\_\_ 10. The total space from front to rear of any formation.
- \_\_\_\_\_ 11. The element on which a movement is planned, regulated, or aligned.
- \_\_\_\_\_ 12. A ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander.
- \_\_\_\_\_ 13. The space from front to rear between units.

### *Column B*

- a. Step
- b. Flight
- c. Depth
- d. Double Time
- e. Head
- f. Formation
- g. Base
- h. File
- i. Post
- j. Unit
- k. Alignment
- l. Distance
- m. Adjutant

## E. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.















- \_\_\_\_\_ 1. For drill instruction, movement of troops, and other formations, the senior member present will assume the leadership position.
- \_\_\_\_\_ 2. BY THE NUMBERS enables the student to learn a movement step by step and permits the instructor to make detailed corrections.
- \_\_\_\_\_ 3. Standards such as the 24-inch step, cadence of 100 to 120 steps per minute, distance, and interval have been established to ensure movements are executed with order and precision.
- \_\_\_\_\_ 4. The wing does drill by direct command.
- \_\_\_\_\_ 5. Ceremonies are special, formal, group activities conducted by the Armed Forces to honor distinguished persons or recognize special events.
- \_\_\_\_\_ 6. Adjutant is the element on which the movement is planned, regulated, or aligned.
- \_\_\_\_\_ 7. The precision marching, promptness in responding to commands, and teamwork developed on the drill field determine the appearance and performance of the group in ceremonies.
- \_\_\_\_\_ 8. The total space from front to rear of any formation is the depth.
- \_\_\_\_\_ 9. On an even-numbered front, the center is the left center person or element.
- \_\_\_\_\_ 10. A normal interval is measured from flank to flank and is considered to be 22 inches.

### F. List or Describe:

1. List the step-by-step procedure involved in teaching drill movements.
2. What is mass formation?
3. What is the space from front to rear between units considered to be?

## Exercise

Shown below is a chart of symbols. In the space provided next to each symbol, identify that symbol. The first one has been done for you.

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## Exercise

Below is a list of nine terms previously defined in Chapter 1. Each of these terms can be associated with either figure 1.3 (File) or figure 1.4 (Rank). These figures are also shown below. In the space provided next to each term, write the number of the figure (1.3 or 1.4) to which the term can be related. For example, the term “In Line” is defined as the arrangement of units one behind the other with the guide and element leader to the extreme right flank. Notice the cadets in figure 1.4; they are standing side by side, therefore, they are in line and figure 1.4 should be written in the space provided next to the term “In Line”. You may refer to Chapter 1 for a review of the terms.

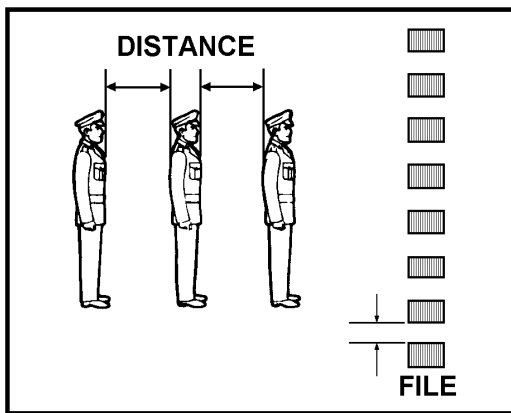


Figure 1.3. File

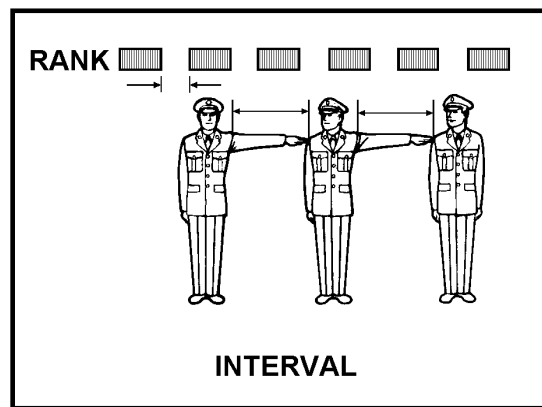


Figure 1.4. Rank.

- Figure 1.4 a. In Line.  
 \_\_\_\_\_ b. In Column.  
 \_\_\_\_\_ c. Interval.  
 \_\_\_\_\_ d. Cover.  
 \_\_\_\_\_ e. Depth.  
 \_\_\_\_\_ f. Head.  
 \_\_\_\_\_ g. Alignment.  
 \_\_\_\_\_ h. Dress.  
 \_\_\_\_\_ i. Distance.

## Exercise

Several of the remaining terms from Chapter 1 are graphically portrayed in figure 1.2 “Formations.” Provided below is a list of terms, place a check in the space provided next to those terms that are portrayed in figure 1.2. You may refer to pages 7-10 of your text for a review of the terms. The first one has been done for you.

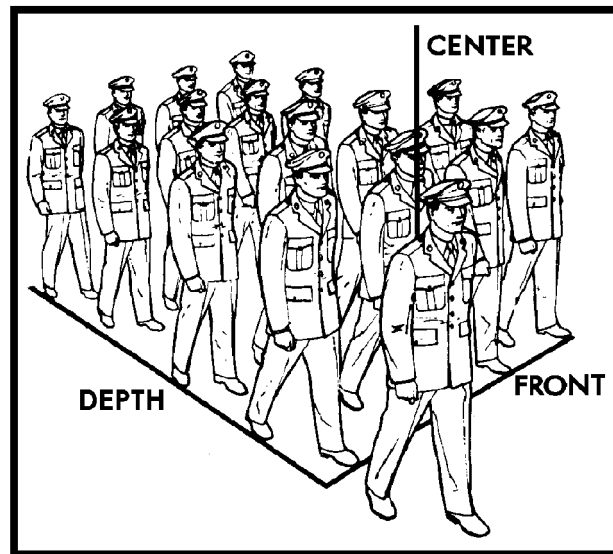


Figure 1.2. Formations.

- |                                     |                 |
|-------------------------------------|-----------------|
| <input type="checkbox"/>            | a. Double Time. |
| <input checked="" type="checkbox"/> | b. Flank.       |
| <input type="checkbox"/>            | c. Formation.   |
| <input type="checkbox"/>            | d. Mark Time.   |
| <input type="checkbox"/>            | e. Post.        |
| <input type="checkbox"/>            | f. Front.       |
| <input type="checkbox"/>            | g. Base.        |
| <input type="checkbox"/>            | h. Guide.       |
| <input type="checkbox"/>            | i. Half Staff.  |
| <input type="checkbox"/>            | j. Center.      |

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## *Chapter 2*

# **Commands and the Command Voice**

### **A. Define, Describe, or Identify:**

1. Drill Command -
2. Command of Execution -
3. Preparatory Command -
4. Informational Commands -
5. Voice Characteristics -
6. Cadence -
7. Mass Commands -
8. Counting Cadence -

### **B. Fill in the Blank:**

Fill in the blank with the word or words necessary to complete the statement.

1. The command for the element to count cadence is **Count Cadence, COUNT**, and the command of execution is given as the \_\_\_\_\_ foot strikes the ground.
2. \_\_\_\_\_ commands are given between the element commander's preparatory command and the command of execution.

3. When the drill instructor wants to conduct drill by mass commands, the command is \_\_\_\_\_ .
4. To end mass commands, the instructor commands \_\_\_\_\_ .
5. The volume used in giving a command is called \_\_\_\_\_ and it should be adjusted to the distance and number of individuals in the formation.
6. The interval between the last word of the preparatory command and the command of execution should normally be \_\_\_\_\_ steps or counts between commands if the total formation is larger than that of a flight.
7. Good \_\_\_\_\_ is necessary for good leadership.
8. In counting cadence in the movement Right Step, the count of \_\_\_\_\_ is given on the right foot because the right foot is moved first.
9. Most drill commands have two parts, the \_\_\_\_\_ and the \_\_\_\_\_.
10. A properly delivered command of execution has no \_\_\_\_\_.
11. When there are two or more words in a command, the point of emphasis will be placed on the \_\_\_\_\_ word.

### **C. Multiple Choice:**

Circle the letter that correctly answers the question or completes the statement.

1. \_\_\_\_\_ depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words.
  - a. Distinctness
  - b. Inflection
  - c. Snap
  - d. Projection
2. \_\_\_\_\_ is the change in pitch of the voice.
  - a. Snap
  - b. Inflection
  - c. Projection
  - d. Distinctness

3. \_\_\_\_\_ help develop confidence, self-reliance, assertiveness, and enthusiasm by making the individual recall, give, and execute the proper commands.
- Preparatory commands
  - Supplementary commands
  - Mass commands
  - Informational commands
4. \_\_\_\_\_ is that extra quality in a command that demands immediate response and expresses confidence and decisiveness.
- Distinctiveness
  - Projection
  - Inflection
  - Snap
5. \_\_\_\_\_ are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time.
- Commands of execution
  - Supplementary commands
  - Preparatory commands
  - Informational commands
6. The ability of your voice to reach whatever distance is desired without undue strain is \_\_\_\_\_.
- inflection.
  - distinctiveness.
  - snap.
  - projection.
7. The \_\_\_\_\_ explains what the movement will be.
- supplementary command
  - informational command
  - command of execution
  - preparatory command

8. The \_\_\_\_\_ explains when the movement will be carried out.
- a. command of execution
  - b. preparatory command
  - c. supplementary command
  - d. informative command
9. Which of the following is the correct way for a group to count cadence?
- a. **ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR.**
  - b. **ONE, TWO, THREE, FOUR, FIVE, SIX, SEVEN, EIGHT.**
  - c. **HUT, TOOP, THREEP FOURP; HUT, TOOP, THREEP, FOURP.**
  - d. **ONE TWO; ONE TWO; ONE TWO; ONE TWO.**

#### **D. True/False:**

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- \_\_\_\_\_ 1. For a squadron or larger unit, the interval between the squadron or group commanders preparatory command and the command of execution should be long enough to allow the marching elements to take three steps between commands.
- \_\_\_\_\_ 2. The preparatory command and the command of execution are combined; these commands are given with the same pitch and volume of voice as that of a normal command of execution.
- \_\_\_\_\_ 3. The preparatory command and the command of execution are given as the heel of the foot corresponding to the direction of the movement strikes the ground.
- \_\_\_\_\_ 4. A drill command is an oral order.
- \_\_\_\_\_ 5. The way a command is given affects the way the movement is executed.
- \_\_\_\_\_ 6. A correctly delivered command is loud and distinct enough for everyone in the element to hear.
- \_\_\_\_\_ 7. When beginning a preparatory command, the voice should be pitched high.
- \_\_\_\_\_ 8. The commander always faces the troops when giving commands.



6. List the general rules that should be applied when giving commands.

7. Sometimes it is necessary to give commands in which the preparatory command and the command of execution is combined. Place a check in the space provided beside those commands which you think are combined drill commands.

- \_\_\_\_\_ a. **FALL IN.**
- \_\_\_\_\_ b. **“A” Flight, HALT.**
- \_\_\_\_\_ c. **AT EASE.**
- \_\_\_\_\_ d. **“B” Flight, ATTENTION.**

8. In the preparatory command, Right Flank, which foot should be striking the ground when the word Flank is issued by the commander?

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## *Chapter 3*

### **Individual Instruction**

#### **A. Define, Describe, or Identify:**

1. Attention -
2. At Ease -
3. Fall Out -
4. Double Time -
5. Quick Time -
6. Mark Time -
7. Change Step -
8. Right (Left) Step -
9. Salute -
10. Hand Salute -

## B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. To resume the position of attention from any of the rests (except fall out), the command is \_\_\_\_\_.
2. The hand salute is used for training purposes only, the command is Hand, SALUTE, and it is performed in \_\_\_\_\_ count(s).
3. The \_\_\_\_\_ is a courteous exchange of greetings, with the junior member always saluting first.
4. Upon hearing the command **RIGHT (LEFT)**, all persons, except those on the right (left) flank, turn their heads and eyes smartly \_\_\_\_\_ degrees to the right (left).
5. The facing movements of Right Face, Left Face, About Face, Half Right Face, and Half Left Face are all two-count movements executed in \_\_\_\_\_ time.
6. To have cadets return their heads and eyes to the front, the command **Ready, FRONT** is given as the left (right) foot strikes the ground and on the command \_\_\_\_\_, heads and eyes are turned smartly to the front.
7. In facing to the rear, the command is \_\_\_\_\_ and it is a two-count movement.
8. The command \_\_\_\_\_ is given to resume a full 24-inch step.
9. Marching other than at attention may be done in either of two ways and by these commands: \_\_\_\_\_, **MARCH**, and **At Ease, MARCH**.
10. To resume quick time from double time, the command is \_\_\_\_\_, **MARCH**, with four steps between commands.
11. The only command that can be given when marching at other than attention is \_\_\_\_\_.
12. To halt from double time, the command \_\_\_\_\_ is given as either foot strikes the ground, with four steps between commands.
13. The command **To The Rear, MARCH**, is given as the heel of the \_\_\_\_\_ foot strikes the ground.

## C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. Cadet Jones has been given a command that permits her to leave the ranks and talk to another cadet who has been watching the flight drill. Which of the following commands when executed permits cadet Jones to do this?
  - a. **AT EASE.**
  - b. **FALL OUT.**
  - c. **REST.**
  - d. **Parade, REST.**
2. In what position is Cadet Brown if she is silenced and relaxed and in a standing position with her right foot in place?
  - a. **AT EASE.**
  - b. **REST.**
  - c. **FALL OUT.**
  - d. **Parade, REST.**
3. Cadet Smith has his right foot in place but is able to talk with Cadet Blackmon. What position could he be in that would allow him to do this?
  - a. **FALL OUT.**
  - b. **Parade, REST.**
  - c. **AT EASE.**
  - d. **REST.**
4. Which of the following would be the correct things to do when you hear the command **Forward, MARCH?**
  - a. Step off with your right foot at the command of execution and march forward in quick time. Let your arms swing backward and forward with a natural swing about 6 inches from your body.
  - b. Step off with your left foot at the command of execution and march forward in quick time. Use coordinated arm swings, with a natural movement 6 inches forward and 3 inches to the rear.
  - c. Step off with your left foot at the command of execution and take steps 36 inches in length at the rate of 180 steps per minute.
  - d. Step off with the right foot at the command of execution and take steps 30 inches in length at the rate of 120 steps per minute.

5. The length of steps and the rate of speed for marching double time is
- 30-inch steps at the rate of 180 steps per minute.
  - 30-inch steps at the rate of 120 steps per minute.
  - 36-inch steps at the rate of 180 steps per minute.
  - 24-inch steps at the rate of 120 steps per minute.
6. To change from quick time march to double time march or to change from double time march to quick time march, which foot should be striking the ground with the command of execution?
- The right foot.
  - The left foot.
  - Either foot.
  - Both feet.
7. Cadet Smith is given the preparatory command and the command of execution **Right Flank, MARCH** as his right foot is striking the ground. What is his next move?
- Pivot 90 degrees to the right on the foot that was on the ground when the command was given.
  - Pivot 90 degrees to the right by turning on the toe and the right heel.
  - Pivot 90 degrees to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention.
  - Pivot 90 degrees to the right on the balls of both feet and take a 12-inch step with the left foot.
8. At the command of execution, the cadet lifts the right foot from the hip just enough to clear the ground and without bending the knees, places the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel. The cadet is making preparation to execute
- Half Right (Left), FACE.**
  - AT EASE.**
  - Right (Left), FACE.**
  - About, FACE.**

9. When in formation and you hear the command **AT EASE**, you may
- relax in a standing position keeping your position within the flight and your right foot in place and maintain silence.
  - stand at parade rest and wait for the next command.
  - stand at attention and wait for the next command.
  - stand at any of the rest positions and wait for the next command.
10. Upon hearing the command **REST**, when in formation, which of the following would you do?
- Stand at attention and wait for the next command.
  - Keep your right foot on the ground and in place and talk in a low tone if you choose.
  - Keep your right foot on the ground and in place but refrain from speaking.
  - Observe the cadet in front of you and perform the same movements.
11. How many additional steps do you take after the command of execution when marching double time and the command **Flight, HALT** is given?
- One additional step.
  - Four additional steps.
  - Three additional steps.
  - Two additional steps.
12. Cadet Simpson, after hearing the command of execution, raises her forearms to a horizontal position along the waistline, cups her hands with her knuckles turned outward, and with the next step, assumes the 30-inch step at the rate of 180 steps per minute. What command is cadet Simpson executing?
- Double Time, MARCH**, given as either foot strikes the ground.
  - Flight, HALT**, given while marching quick time.
  - Flight, HALT**, given while marching double time.
  - Double Time, MARCH**, given from the halt.
13. Which of the following activities are you **not** required to do when marching route step?
- Maintain cadence and silence.
  - Maintain dress and cover.
  - Maintain the prescribed distance.
  - Maintain the prescribed interval.

14. Which of the following do **not** apply to the position of attention?
- a. Standing in an immobile position with the body weight resting equally on the heels and balls of both feet and remaining silent.
  - b. The legs are straight with heels as near each other as the conformation of the body permits and feet turned out equally forming a 45-degree angle.
  - c. The toes are together with the heels turned outward forming an angle of 45-degrees, and the head is forward forming an angle of 45-degrees with the line of sight.
  - d. Arms hang straight without stiffness, with thumbs along trouser seams or sides of the skirt; hands are cupped with palms facing the legs.
15. Cadet Moore has her heels 12 inches apart as measured from the inside of the heels; her legs are straight; her palms are facing outwards with the right hand in the palm of the left and right thumb over the left to form an "X". Cadet Moore is standing at
- a. Ease.
  - b. Rest.
  - c. Parade Rest.
  - d. Attention.

## D. Matching:

Match the definitions in Column A with the terms in Column B. Some terms may be used more than once.

### *Column A*

- \_\_\_\_\_ 1. At the command of execution **MARCH**, the Airman takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet.
- \_\_\_\_\_ 2. This movement is executed only in quick time, and normal arm swing is maintained.
- \_\_\_\_\_ 3. On the command **MARCH**, given as the right foot strikes the ground, the Airman takes one more 24-inch step with the left foot.
- \_\_\_\_\_ 4. This command is given as the heel of the right (left) foot strikes the ground.
- \_\_\_\_\_ 5. The command is given only from a halt and for moving short distances. On the command **MARCH**, the Airman raises the right (left) leg from the hip just high enough to clear the ground.
- \_\_\_\_\_ 6. When marching, the command **MARCH** is given as either foot strikes the ground. The Airman takes one more 24-inch step with the right (left) foot.
- \_\_\_\_\_ 7. In this marching movement, on the command **MARCH**, the Airman takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, keeping the upper portion of the body at the position of attention.

### *Column B*

- a. Half Step
- b. Change Step
- c. Right (Left) Step
- d. Flanking Movement
- e. To The Rear, MARCH
- f. Mark Time

- \_\_\_\_\_ 8. The Airman pivots 180 degrees to the right on the balls of both feet, and takes a 12-inch step with the left foot in the new direction with coordinated arm swing before taking a full 24-inch step with the right foot.

## E. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- \_\_\_\_\_ 1. The positions of Parade Rest, At Ease, Rest, and Fall Out are executed from the halt and only from the position of Attention.
- \_\_\_\_\_ 2. Upon hearing the command **FALL OUT**, cadets may break ranks and leave the immediate area.
- \_\_\_\_\_ 3. The only commands that can be given when marching at double time are **Incline To The Right (Left); Quick Time, MARCH;** and **Flight, HALT**.
- \_\_\_\_\_ 4. To march half step from the halt, step off on the left foot with a 15-inch step at the command of execution.
- \_\_\_\_\_ 5. The commands **Eyes, RIGHT (LEFT) and Ready, FRONT** may be given while cadets are at a halt or while they are marching.
- \_\_\_\_\_ 6. The half step is not executed from the halt nor are changes of direction made from the half step.
- \_\_\_\_\_ 7. When executed from a halt, all steps and marching begins with the left foot, except right step and close march.
- \_\_\_\_\_ 8. Mark time is executed in quick time only.
- \_\_\_\_\_ 9. The facing movements **Right FACE, Left FACE, About FACE, Half Right FACE, and Half Left FACE** are executed from the halt while standing at attention.



- \_\_\_\_\_ 10. To march in double time, the cadet will take 24-inch steps measured from heel to heel with the swing of the arms measuring 6 inches to the front and 3 inches to the rear.
- \_\_\_\_\_ 11. To halt from quick time march, the command is **Flight, HALT**, given as either foot strikes the ground.
- \_\_\_\_\_ 12. To halt from the side step, place the right foot on the ground with the preparatory command; then bring the left foot to a position beside the right foot just as the command of execution is given.
- \_\_\_\_\_ 13. The command for **Right (Left) Step, MARCH** is given only from a halt and for moving short distances.
- \_\_\_\_\_ 14. To execute the **Right (Left) Step, HALT**, the cadet will, on the command **HALT** which is given when the heels are together, take one more step with the right (left) foot and place the left (right) foot alongside the right (left) foot as in the position of attention.
- \_\_\_\_\_ 15. Right and left flanking movements may be used when it becomes necessary to move troops to the right or to the left for short distances only.
- \_\_\_\_\_ 16. The command **At Ease, MARCH** permits movements as long as silence, dress, cover, interval, distance, and cadence are maintained.
- \_\_\_\_\_ 17. Civilians should never be saluted by persons in uniform.
- \_\_\_\_\_ 18. When returning or rendering an individual salute, the cadet turns his or her head and eyes toward the Colors or person saluted.
- \_\_\_\_\_ 19. A superior carrying articles in both hands need not return a salute, but the junior member must salute, and the senior member should nod in return or verbally acknowledge the salute.
- \_\_\_\_\_ 20. An exchange of verbal greetings is not appropriate if a junior member is carrying articles in both hands.
- \_\_\_\_\_ 21. The President of the United States, as Commander in Chief of the Armed Forces, is always accorded the honor of a salute.
- \_\_\_\_\_ 22. Three cadets were standing on a street corner when General Brock drove by in his private vehicle. All three cadets saluted the general. The cadets were correct in this procedure.

- \_\_\_\_\_ 23. Exchange of salutes between military pedestrians (including gate sentries) and officers in moving vehicles is mandatory.
- \_\_\_\_\_ 24. While the 20 members of Flight A were at fallout, the squadron commander approached them. Cadet Anderson, the first member to notice the commander, called the group to attention, and all members saluted the approaching officer. Cadet Anderson and the other cadets were correct in this procedure.

### F. List or Describe:

1. List the three commands and movements involved in executing the half step.
2. Describe how a cadet would come to the position of attention.
3. What is the command for “Parade Rest”?

7. Describe the activities required to execute the “Mark Time” movement.

8. Explain how a cadet would assume the position of “**At Ease**”.
9. What is the command for the right and left flanking movement and how is it given?
10. Explain how a cadet would halt from “Double Time”.

11. What command would be executed to have cadets march forward in quick time from a halt and describe how it would be done?

12. Describe the procedure for executing the command “**Change Step, MARCH**”.

13. What is the difference between “**At Ease**” and “**Rest**”?

14. How would a cadet halt from “Quick Time March”?

15. Describe the correct way to give a hand salute.

16. What would you do if you were part of a small group that was not in formation and you were the first person to see an officer approaching the group?

17. Explain what you would do if you were the person in charge of a group in formation when an officer approached.

18. Name an instance when a verbal greeting is appropriate.

19. What does saluting outdoors mean and list areas that are classified as outdoors?

20. What personnel exchange salutes when they meet outdoors and are recognized?

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## *Chapter 4*

### **Drill of the Flight**

#### **A. Define, Describe, Identify:**

1. Flight -
2. Drill instructor -
3. Open ranks -
4. Cover -
5. Close ranks -
6. Count off -
7. Column formation -
8. **Counter, MARCH** -
9. **INCLINE TO THE RIGHT (LEFT)** -
10. **Column Half Right (Left)** -

11. **Column of Twos (Fours) to the Left (Right), MARCH -**

12. **Close, MARCH -**

13. **Extend, MARCH -**

## **B. Fill in the Blank:**

Fill in the blank with the word or words necessary to complete the statement.

1. The \_\_\_\_\_ is composed of at least two but not more than four elements.
2. When a flight marching in column is commanded to flank to the left or right or march to the rear, the \_\_\_\_\_ executes the movement.
3. To align the flight in column, the command is \_\_\_\_\_.
4. The command to form a flight in line formation is \_\_\_\_\_.
5. Once dress, cover, interval, and distance have been established, the command \_\_\_\_\_ will be given.
6. The position of the guide within a flight in line or in column in marching or at a halt, is \_\_\_\_\_ unless otherwise announced.
7. To open ranks when in line, the command is \_\_\_\_\_, **MARCH**.
8. To close ranks when at open ranks, the command is \_\_\_\_\_, **MARCH**.
9. In flight drill, the positions of the flight commander, flight sergeant, and \_\_\_\_\_ assume importance.
10. In performing an inspection of the flight, the flight commander salutes and reports to the inspector **Sir (Ma'am)**, \_\_\_\_\_.

11. Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, the command \_\_\_\_\_ will be given.
12. \_\_\_\_\_ is not a precise movement, but is used to permit flexibility in the movement of units where space is limited.
13. When executing column right, the element leaders take one 24-inch step forward, then the \_\_\_\_\_ foot should be striking the ground when the command **MARCH** is given.
14. To obtain close interval between files when in column at normal interval at a halt or while marching at quick time, the command is \_\_\_\_\_.
15. If you are the leader of the third, second, or first element and the command **Column Right, MARCH** is given, you should pivot \_\_\_\_\_ degrees to the right on the ball of the left foot.
16. To obtain normal interval from close interval, the command is \_\_\_\_\_.
17. To form a column of two or more files when in a single file of more than one element, the command is \_\_\_\_\_ **to the Left (Right), MARCH**.
18. The normal formation for marching is a column of at least \_\_\_\_\_, but not more than \_\_\_\_\_ elements abreast.
19. To form a single file when the flight is in two or more columns and at the halt, the command \_\_\_\_\_ **from the Right (Left)** is given.
20. In performing extend march (marching), the procedures and steps used to obtain close interval are also used except the command is given on the \_\_\_\_\_ foot and the pivots are made on the \_\_\_\_\_ foot.
21. **At Close Interval, Dress Right (Left), DRESS** is not given to a flight at normal interval, and \_\_\_\_\_ is not given to a flight at close interval.
22. When forming a column of twos when in a column of fours at a halt, the command is \_\_\_\_\_ **From the Right (Left),** \_\_\_\_\_.
23. Upon receiving the command **MARCH** in performing **Close March (Marching)**, the \_\_\_\_\_ element takes the half step (beginning with the \_\_\_\_\_ foot) following the command of execution.

24. If the flight is in march and has executed the movements required to close the interval or to resume the normal interval, the command \_\_\_\_\_ is given for the flight to change from the half step to normal step march.
25. Following the command of execution in performing **Close March (Marching)**, the third element obtains close interval by pivoting \_\_\_\_\_ degrees to the right on the ball of the left foot taking one \_\_\_\_\_-inch step with coordinated arm swing toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot.

### C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. What does the guide do when the flight is marching in column and either of these commands is given: **Right (Left) Flank** and **To the Rear, MARCH**?
  - a. The guide must execute face to the left in marching and march to a position in line with and to the right of the first element. He or she will then halt and stand at attention.
  - b. The guide does a face to the rear and marches to a position in front of the center file where he or she halts and executes a left flank movement.
  - c. The guide executes the movements with the flight and maintains his or her relative position within the flight until the flight is halted in line. He or she will then move to a position beside and to the right of the leading element.
  - d. The guide executes the movements with the flight and then assumes the double time march until he or she reaches a position where he or she is in front of and to the right of the flight in their new line of march.
2. When the command **Dress Left, DRESS** is given, the heads and eyes of the cadets are turned
  - a. 45 degrees to the right.
  - b. 90 degrees to the right.
  - c. 90 degrees to the left.
  - d. 45 degrees to the left.

3. When in column and the command **COVER** is given, each cadet in the flight will cover on the cadet in front and align with the cadet on the right. Who is responsible for the interval and the distance when the flight is in column?
  - a. The leading individual of each file is responsible for the interval and the base file establishes and maintains the distance.
  - b. The leading individual of the base element does not move and everyone else establishes dress, cover, interval, and distance based upon this individual.
  - c. Each cadet is responsible for their own interval and distance regardless of the cadet in front or to the side.
  - d. The element leaders are responsible for the distance and the cadets in the base file are responsible for the interval.
4. After inspecting the entire flight, the inspector marches off to the right flank of the flight and the flight commander
  - a. faces to the right, moves three paces beyond the front rank, halts, faces to the left, and commands **Ready, FRONT**.
  - b. proceeds directly to a position three paces beyond the front rank, halts, faces to the left (down line), and commands **Flight, ATTENTION**.
  - c. before giving further commands, faces left and commands **Close Ranks, MARCH**.
  - d. executes a left face (down line) and commands **Second, Third, and Fourth Elements, Parade, REST**.
5. Where does the flight commander place himself or herself to check the alignment of each rank?
  - a. The flight commander takes the position on the flank of the flight toward which the dress is made, one pace from and in prolongation of the front rank, and faces down the line.
  - b. The flight commander will place himself or herself at the center of the rank to be checked at a point where he or she can see each cadet and determine who might be out of position.
  - c. The flight commander cuts through the ranks and takes the most direct path to his or her post in front of the flight where he/she halts and faces to the rear.
  - d. He/she faces right in marching and moves three paces beyond the front rank where he/she halts and faces to the left.

6. To count off in line or in column, the command is **Count OFF**. Upon receiving the command **OFF**,
  - a. all Airman except the element leaders and guide, turn their heads and eyes 45 degrees to the right, and the element leaders call out **ONE** in a normal tone of voice.
  - b. the base file establishes and maintains a 40-inch distance and everyone else aligns themselves beside the individual to their right and behind the individual in front of them.
  - c. the element leaders turn their heads 45 degrees to the right and in unison call out **ONE** over their right shoulder in a normal tone of voice.
  - d. the second, third, and fourth element leaders align themselves directly behind the person in front of them and visually establish a 40-inch distance.
7. Which of the following is the correct procedure to be executed when an individual in the flight is given the command **FRONT AND CENTER**?
  - a. The cadet involved will take one step forward, execute right and left face, and proceed between the elements to the front of the formation where he/she reports to the person in command.
  - b. The individual takes one step backward, faces right or left, proceeds to the closest flank, and then proceeds to the front of the formation by the most direct route. Next he or she halts one pace in front of and facing the person in command, salutes, and report as directed.
  - c. The cadet involved takes one step to the right, takes a position facing the person in command, executes a right and left face and proceeds by the most direct route to the front of the formation and reports to the person in command.
  - d. The cadet involved takes one step to the rear, executes right and left face, and proceeds directly past the persons in front of him/her, using small choppy steps, and reports to the person in command.
8. In regard to the formation of the flight, to establish interval,
  - a. the leading individual in each file obtains exact shoulder-to-fingertip contact with the individual to his or her immediate right.
  - b. the leading individual executes an automatic ready front and remains at the position of attention.
  - c. the leading individual takes a position facing the flight sergeant.
  - d. the leading individual falls directly to the left of the guide, and once halted, executes an automatic dress right dress.

9. When moving from individual to individual during the inspection, the inspector and flight commander simultaneously
  - a. proceed directly to a position three paces beyond the front rank, halt, face to the left, (down line), and command **Flight, ATTENTION**.
  - b. take one step forward and face to the right in a position in front of the guide.
  - c. execute a left face (down line) and command **Second, Third, Fourth Elements, Parade, REST**.
  - d. execute a face to the right in marching and an in place halt.
10. When forming the flight, the first element leader falls in directly to the left of the guide, and once halted, executes an automatic dress right dress; the second, third, and fourth element leaders
  - a. execute an automatic ready front when the presence of the first element leader is felt on their fingertips.
  - b. execute an automatic ready front and remain at the position of attention.
  - c. fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them.
  - d. fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.
11. The \_\_\_\_\_ is an important element of the flight since he or she is responsible for the direction and cadence of the march.
  - a. flight commander
  - b. flight sergeant
  - c. flight guide
  - d. element leader
12. After the flight has executed column right, when should the commander give the order for the flight to resume the 24-inch step?
  - a. As soon as all members of the flight have reestablished the normal interval and distance.
  - b. As soon as the last individual in the second element has executed the second 45-degree pivot and is marching forward in the new direction.
  - c. As soon as the last individual in the first element has executed the second 45-degree pivot and is marching forward in the new direction.
  - d. As soon as all members of the flight have executed the second 45-degree pivot and are marching forward in the new direction.

13. Which of the following is the correct way to execute a slight change of direction when the command **INCLINE TO THE RIGHT (LEFT)** is given?
- a. The guide or guiding element moves in the indicated direction, and the rest of the element follow.
  - b. The element leader of the right (left) element turns his or her head 45 degrees to the right (left) and commands **Forward**. The guide and commander will then pivot 45 degrees and march to their regular positions.
  - c. The element leaders will lead off in the new direction with the rest of the unit following. The guide and commander will then pivot 45 degrees and march to their regular positions.
  - d. The guide or element leader takes one more 24 inch step, pivots 45 degrees to the right (left) on the ball of the left (right) foot, and takes six 24-inch steps prior to pivoting 45 degrees to the right (left) on the ball of the left (right) foot.
14. On the preparatory command, Cadet Jones who is the leading element leader, turns his head 45 degrees to the right (left) and commands **STAND FAST**, while at the same time the remaining element leaders turn their heads 45 degrees to the right (left) and command **Column Half Left (Right)**. What movement is the flight executing?
- a. Forming a column of two or more files while in a single file of more than one element.
  - b. Forming a single file while in a column of two or more elements.
  - c. Forming a column of fours when in a column of twos at a halt.
  - d. Forming a column of twos when in a column of fours at a halt.
15. When marching in counter march, the first element leader takes
- a. four 24-inch steps forward and executes a 90-degree pivot to the right (suspending arm swing during the pivot), marches across the front of the flight just beyond the fourth element, and executes another 90-degree pivot to the right (again suspending arm swing).
  - b. two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing.
  - c. three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing.
  - d. one 24-inch step forward, executes two 90-degree pivots to the left with suspended arm swing.



16. When performing the marching movement during counter march, the fourth element leader takes
- two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing.
  - four 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing.
  - three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing.
  - one 24-inch step forward, executes two 90-degree pivots to the left with suspended arm swing during the pivots.
17. When marching in counter march the second element leader takes
- two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing and continues to march and executes another 90-degree pivot to the right with (suspended arm swing) between the third and fourth elements.
  - three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing then marches across the front of the flight and executes another 90-degree pivot to the left between the first and second elements with suspended arm swing during the pivot.
  - one 24-inch step forward, executes a 90-degree pivot to the right with suspended arm swing during pivots and marches between the remainder of the third and second elements.
  - four 24-inch steps forward and executes a 90-degree pivot to the right suspending arm swing during the pivot, marches across the front of the flight just beyond the fourth element, and executes another 90-degree pivot to the right again suspending arm swing.
18. At the preparatory command, the element leader on the right (left) commands **Forward**; the remaining element leaders command **STAND FAST**. As the other commands are given, each element in turn steps off, inclines to the right (left), and follows the leading element. What command was given to cause the flight to execute this movement?
- Column of Files from the Right (Left), Forward, MARCH.**
  - Column of Twos (Fours) to the Left, MARCH.**
  - Column of Files from the Right, Column Right, MARCH.**
  - Column of Twos from the Right, Forward, MARCH.**

19. On the command **MARCH**, the fourth element stands fast and the remaining elements take the required number of right steps all at the same time and halt together; the third element takes two steps, the second element takes four steps, and the first element takes six steps. This is a description of
- a. **Close March (Halted).**
  - b. **Extend March (Marching).**
  - c. **Close March (Marching).**
  - d. **Extend March (Halted).**
20. Assume that you are the leader of the fourth element in a flight that is marching forward at normal interval. Which of the following should you execute upon hearing the command **Column Right, MARCH**?
- a. Take a 24-inch step, pivot 45 degrees to the right on the ball of the left foot and then take two 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
  - b. Take one more 24-inch step, pivot 45 degrees to the right on the ball of the left foot, then take six 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
  - c. Take one more 24-inch step and pivot 45 degrees to the right on the ball of the left foot, then take four 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
  - d. Take one more 24-inch step, pivot 90 degrees to the right on the ball of the left foot; advance another 24-inch step and beginning with the second step after the pivot, take up the half step.
21. When performing the marching movement during counter march, the third element leader takes
- a. three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing, then marches across the front of the flight and executes another 90-degree pivot to the left between the first and second elements.
  - b. four 24-inch steps forward and executes a 90-degree pivot to the right (suspending arm swing) marches across the front of the flight just beyond the fourth element and executes another 90-degree pivot to the right again suspending arm swing.
  - c. two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing during the pivots, and marches between the remainder of the third and second elements.
  - d. one 24-inch step forward, executes two 90-degree pivots to the left (with suspended arm swing during the pivots), and marches between the remainder of the third and second elements.

## D. True/False.

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- \_\_\_ 1. The command for the flight to form at close interval is **At Close Interval, FALL IN**.
- \_\_\_ 2. While in line and at close interval, the command and movement **Right Step, MARCH** may be executed.
- \_\_\_ 3. Close interval is obtained by placing the heel of the left hand on the left hip with fingers extended and joined and thumb along the forefinger with fingertips pointing toward the ground and elbow in line with the body.
- \_\_\_ 4. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval.
- \_\_\_ 5. The same command and procedures used to reestablish dress, cover, interval, and distance while in column formation are used in inverted column.
- \_\_\_ 6. The command **Open Ranks, MARCH** may be given to a formation when in line at normal and close interval.
- \_\_\_ 7. When in line at normal interval, each individual in the 2nd, 3rd, and 4th elements of the flight align themselves directly behind the person in front of them and visually establish a 40-inch distance.
- \_\_\_ 8. Every effort should be made to retain individuals of highest grade in positions occupied by element leaders and guides.
- \_\_\_ 9. Unless otherwise announced, the position of the guide within a flight, in line or in column, marching or halted, is right.
- \_\_\_ 10. When in column, the flight is sized according to height, with the tallest individuals to the front and right.
- \_\_\_ 11. Each individual member of the flight has a number except the element leader.
- \_\_\_ 12. When giving the command **Dress Left, DRESS**, or **At Close Interval, Dress Left, DRESS**, use the procedures for dress right dress except the flight must be in inverted line formation, the right arm/hand raised, and the head turned left.
- \_\_\_ 13. When the drill instructor is conducting the drill he or she can assume the titles and positions of the flight commander, flight sergeant, and the flight guide for the purposes of instruction.

- \_\_\_\_ 14. Numbering of individual members of a flight is from right to left (when in line formation) and from front to rear (when in column formation) with the element leader always being number one.
- \_\_\_\_ 15. In forming a single file when in a column of two or more elements, at the preparatory command, the guide places him or herself in front of the element on the extreme left.
- \_\_\_\_ 16. In forming a single file when in a column of two or more elements, at the command of execution **MARCH**, the leading element steps off. Leaders of the other elements will command **Forward, MARCH** in successive order and then incline to the right (left) and follow the element to the front.
- \_\_\_\_ 17. When forming a Column of Fours to the Left (Right), on the preparatory command, the fourth (second) element leader turns his or her head 45 degrees to the left (right) and commands **STAND FAST**.
- \_\_\_\_ 18. When forming a Column of Fours to the Left (Right) the command is **Column of Fours to the Left (Right), MARCH**; on the command **MARCH**, the element leaders return their heads to the front and the leading elements stand fast.
- \_\_\_\_ 19. When counter marching, the command is **Counter, MARCH**; the command **MARCH** is given on the right foot.
- \_\_\_\_ 20. The command **Column of Twos From the Right (Left)** is given while the flight is marching.
- \_\_\_\_ 21. The command **Column of Fours to the Left (Right)** is given while the flight is at a halt.
- \_\_\_\_ 22. The procedures used to obtain close interval are the same as those used to obtain normal interval.
- \_\_\_\_ 23. To change from close interval to normal interval when the flight is at the halt or in march, the command is **Extend, MARCH**.
- \_\_\_\_ 24. To change from normal interval to close interval while the flight is at halt or in march at quick time, the command **Close, MARCH** is given.
- \_\_\_\_ 25. The command **Forward, MARCH** is given only when the flight is to march from a halt in quick time.

### E. List or Describe:

1. Explain in detail how a flight is formed.
2. What are the correct procedures for the leading element to execute when forming or aligning the flight?
3. What are the procedures the flight commander uses to align the flight?
4. What command would be given if the flight is in column and it is desired to position the guide to the left?

5. Explain how a flight is sized.
6. What are the first and second phases of drill?
7. If the cadets in the flight are at close interval and the command **At Close Interval, Dress Right, DRESS** is given, what are they supposed to do?
8. What is the guide supposed to do when a flight in line commanded to face to the right?
9. What are the commands for normal interval?

10. Sometimes it becomes necessary for individuals to leave the ranks and report to a superior. What is the procedure for calling an individual out of ranks when they are in line formation?
  
  
  
  
  
  
  
  
  
  
11. List the rules that have been established to govern the position and movements of the guide during flight drill.
  
  
  
  
  
  
  
  
  
  
12. Explain the procedures to execute the command **Open Ranks, MARCH**.
  
  
  
  
  
  
  
  
  
  
13. Explain the procedure for an individual to return to ranks.

14. When the command **Close Ranks, MARCH** is given, what do the first, second, third, and fourth ranks do?

15. What does the flight commander do after verifying the alignment of ranks?

16. How do first element cadets establish close interval?

17. In regard to the formation of the flight, at the command **FALL IN**, what does the guide do?



18. Why is it so important that the individuals in the flight know the location of the guide at all times?
19. When counting off in line, the command is **Count, OFF**. Discuss the procedures followed once the command is given.
20. What happens to the guide and flight commander while the individuals in the files are executing the movements column right (left) or column half right (left)?

21. When might it be necessary for an element leader to give a command?
22. Describe how the movement **Column Right (Left) Close Interval** is performed.
23. What command is given in order to change the direction of a column by 45 degrees?
24. Explain how the halted movement during counter march is performed.

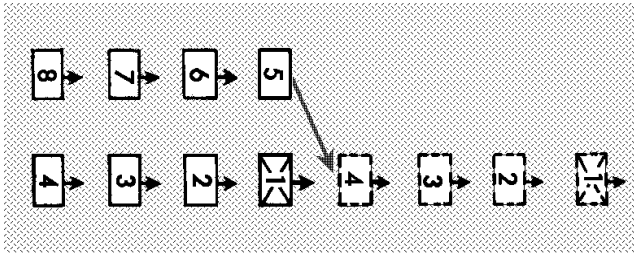
25. What takes place within the flight if the command is **Column of files from the Right (Left), Forward MARCH?**

26. List the commands for the following movements:

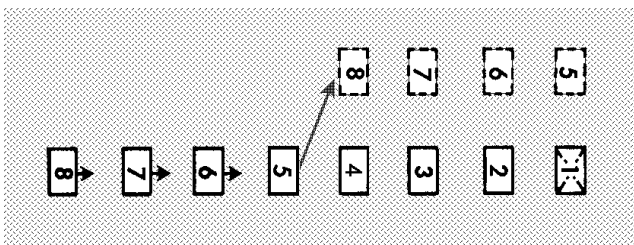
- To form a column of twos when in a column of fours at a halt:
  
  
  
  
  
  
  
  
  
  
- When you are at a halt and in column and want to form a column of twos from a single file:
  
  
  
  
  
  
  
  
  
  
- To form a single file when in a column of two or more elements:
  
  
  
  
  
  
  
  
  
  
- To form a column of fours when in a column of twos at a halt:

## Exercise

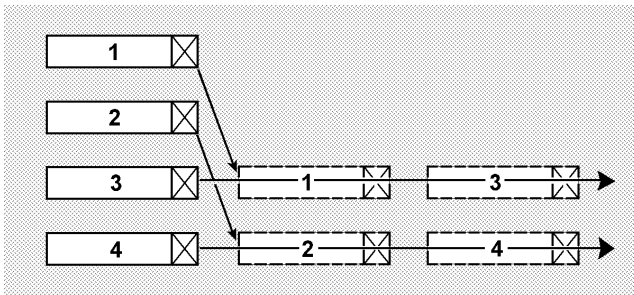
Identify each movement by placing the title beside each diagram in the space provided.



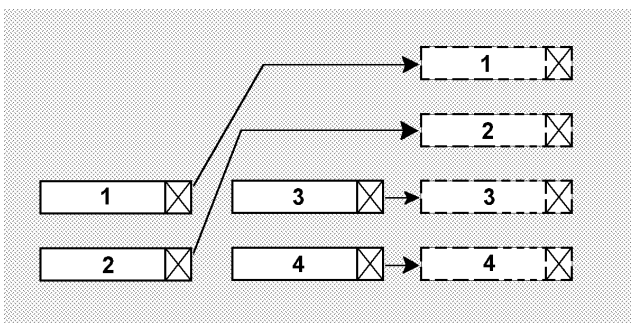
1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_\_

## *Chapter 5*

# **Drill of the Squadron**

### **A. Fill In The Blank:**

Fill in the blank with the word or words necessary to complete the statement.

1. On completion of the inspection of each flight, the flight commander moves \_\_\_\_\_ paces beyond the front rank, halts, faces down the line, and calls the flight to \_\_\_\_\_.
2. To receive the report of the first sergeant after all squadrons have been formed, the squadron commander takes a position \_\_\_\_\_ paces in front of, centered on, and facing the squadron.
3. To form the squadron in mass when it is halted in column, the command is \_\_\_\_\_.
4. Once the cadets of each flight are at their posts, the flight sergeants command \_\_\_\_\_, the element leaders remain in position, and in succession from front to rear of each flight salute and report the number of cadets absent or that all members are present.
5. When the squadron is in column, the guidon bearer is \_\_\_\_\_ pace to the rear and \_\_\_\_\_ paces to the left of the squadron commander.
6. When positioning units in an area, in backward march, the cadet takes \_\_\_\_\_ -inch steps backward starting with the \_\_\_\_\_ foot, and maintains normal arm swing.
7. When the squadron is in column, the squadron commander may take a position on the flank to view and control the squadron; the guidon bearer is at the \_\_\_\_\_ of the column when this occurs.
8. The guide for a squadron movement is known as the \_\_\_\_\_ and during ceremonies and other activities prescribed by the squadron commander, the guidon is carried by a specially selected cadet called the \_\_\_\_\_.
9. The salute at carry guidon is executed in the same manner as the salute at order guidon except that the ferrule is approximately \_\_\_\_\_ inches from the ground.
10. When the squadron is being inspected and the commanders have commanded **Parade, REST**, the \_\_\_\_\_ may assume the position of parade rest after being inspected.

11. Order guidon is the position of attention wherein the guidon bearer holds the guidon in a \_\_\_\_\_ position and keeps the \_\_\_\_\_ on the ground beside the right shoe.
12. The \_\_\_\_\_ calls the element to attention before the inspecting officer completes the inspection of the preceding element during the inspection of the squadron.
13. On completion of the inspection of each flight, the flight commander moves three paces beyond the front rank, halts, faces down the line, and calls the flight to attention. The flight commander takes one pace forward, faces to the right, and receives comments from the inspecting officer. The flight commander salutes the inspecting officer upon departure and then faces down the line and commands \_\_\_\_\_, **MARCH**.
14. \_\_\_\_\_ is the position in which the ferrule is approximately 6 inches from the ground.
15. If you were a guidon bearer at order guidon, you would execute the salute with the \_\_\_\_\_ hand in a \_\_\_\_\_-count movement.
16. When the squadron changes direction when in mass formation, on the command \_\_\_\_\_, **MARCH** the individual takes one pace forward, executes a 90-degree pivot to the right, advances one 24-inch step, and takes up the half step.
17. After the proper alignment has been established when aligning the squadron, the squadron commander will command \_\_\_\_\_, and **COVER**.

## **B. Multiple Choice:**

Circle the letter that correctly answers the question or completes the statement.

1. To change direction when in mass formation and the squadron is at the halt or in march, the command is
  - a. **Squadron Mass Left, MARCH.**
  - b. **At Close Interval, Dress Right, DRESS.**
  - c. **Right (Left) Turn, MARCH.**
  - d. **Column of Flights, Right Flight, Forward, MARCH.**

2. When aligning the squadron when in mass at a halt, the base flight commander verifies the alignment of ranks; when he/she resumes the post, the squadron commander commands
  - a. **Ready, FRONT and COVER.**
  - b. **FALL IN.**
  - c. **STAND FAST.**
  - d. **Open Ranks, MARCH.**
3. When the squadron is in columns and it is desired to obtain the correct distance between flights, such as a column from standard mass formation, the command is
  - a. **CLOSE ON LEADING FLIGHT.**
  - b. **CONTINUE THE MARCH.**
  - c. **Ready, FRONT and COVER.**
  - d. **STAND FAST.**
4. Immediately after all the flights have made their reports, the first sergeant commands **POST**. What happens when this command is given?
  - a. The flight sergeants face about and move by the most direct route to their positions in the ranks; the squadron commander takes a position 12 paces in front of, centered on, and facing the squadron to receive the report of the first sergeant.
  - b. The squadron commander places himself/herself beside the first sergeant while the flight commanders face about and take their posts beside the guide.
  - c. The squadron commander takes a position 12 paces in front of, centered on, and facing the squadron.
  - d. The first sergeant faces the squadron commander, salutes, and moves by the most direct route to the appropriate position.
5. The first sergeant may be directed to join the squadron commander during inspection of the squadron; if so directed, the first sergeant's chief duty during the inspection is to
  - a. take notes during the inspection.
  - b. bring the squadron to attention.
  - c. cover the rear as the commander moves from one individual to the next.
  - d. verify the alignment of ranks.

6. As the squadron commander approaches each flight during the inspection of the squadron, the flight commander
  - a. moves three paces beyond the front rank, halts, faces the squadron commander salutes and reports, “**Sir (Ma’am), \_\_\_\_ Flight is prepared for inspection.**”
  - b. faces about and moves by the most direct route to the appropriate position and reports, “**Sir (Ma’am), \_\_\_\_ Flight is prepared for inspection.**”
  - c. faces the flight and commands, “**Sir (Ma’am), \_\_\_\_ Flight is prepared for inspection.**”
  - d. brings the flight to attention, salutes, and reports, “**Sir (Ma’am), \_\_\_\_ Flight is prepared for inspection.**”
7. If you are the leading right (left) flank individual of a squadron at attention and the command **Right Turn, MARCH** is given, which of the following movements would be correct for you to execute?
  - a. Do a right (left) 45-degree pivot, advance until opposite your place in line, do a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step.
  - b. Face 90-degrees to the right in marching, advance one 24-inch step in the new direction, and then assume the half step.
  - c. Take one pace forward, execute a 90-degree pivot to the right, advance one 24-inch step in the new direction, and then assume the half step.
  - d. Face 45 degrees to the right (left) in marching, advance one 24-inch step in the new direction and then assume the half step.

### C. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- \_\_\_\_ 1. In forming the squadron, any individual required to make a report salutes while reporting and holds the salute until it is returned.
- \_\_\_\_ 2. When given the command **At Close Interval, Dress Right, DRESS**, the squadron dresses at normal interval.
- \_\_\_\_ 3. During the inspection of the squadron, the first sergeant may join the squadron commander to take notes during the inspection.
- \_\_\_\_ 4. Once the first sergeant has given his/her report to the squadron commander after the formation of the squadron, he/she waits for their command before moving to their appropriate position.



- \_\_\_\_\_5. In order to inspect the squadron, it must be formed in line.
- \_\_\_\_\_6. In conducting the inspection of squadrons, the squadron commander begins by inspecting the guidon bearer.
- \_\_\_\_\_7. When the squadron is being inspected, the inspection is made from the left to the right in front and from the right to the left in rear of each rank.
- \_\_\_\_\_8. When inspecting the squadron, the flight commander may give parade rest to elements not being inspected.
- \_\_\_\_\_9. When in column formation, the squadron is sized according to height, the tallest individuals to the front and right.
- \_\_\_\_\_10. After an element has been inspected, the element leader may give the element "parade rest."
- \_\_\_\_\_11. To form the squadron in mass while marching, the commands by the squadron commander are the same as those given if the squadron is halted.
- \_\_\_\_\_12. Once the flight commander has been inspected, he/she accompanies the squadron commander through the inspection of the flight.
- \_\_\_\_\_13. The squadron is formed in line with flights in line by the first sergeant who takes an initial post nine paces in front of the point where the center of the squadron is to be, faces the point and commands **FALL IN**.
- \_\_\_\_\_14. Like the flight, the squadron is composed of two or more smaller units.
- \_\_\_\_\_15. Flight commanders do not repeat the squadron commander's combined commands.
- \_\_\_\_\_16. As members of each flight form in line at normal interval, a distance of three-paces will be maintained between the flights.

### D. List or Describe:

1. How does the squadron commander go about getting the squadron to open ranks?
2. Explain how the first sergeant reports to the squadron commander once the squadron has been formed.
3. Describe how the squadron is formed in line.
4. Describe how the squadron is inspected.

5. How would the squadron change direction while in mass formation?
6. Explain what happens once each flight has been inspected.
7. What does the first sergeant do once he/she has reported to the squadron commander?
8. What do the flight commanders do after the first sergeant makes his report to the squadron commander?

9. What is the command to align the squadron when in mass at a halt?
10. During inspection of the squadron, as the squadron commander approaches each flight, what does the flight commander do?
11. When is the extended mass formation used?
12. How long is an individual who makes a report required to hold a salute?
13. What is the flight commander's position when accompanying the squadron commander during the inspection of the flight?

14. What does the squadron commander inspect during the inspection of the squadron?
15. At what point is the command **Forward, MARCH** given when the squadron is in mass formation and changes directions?
16. What is the command to form a column of flights from a squadron in mass formation from a halt?
17. How does the guidon bearer hold the guidon at double time?
18. How is parade rest executed when a cadet is in the carry guidon position?

19. Who does the squadron commander direct to dismiss the squadron and what is the command?

20. Describe how a cadet would hold the ferrule when in the order guidon position.

21. What kind of movements requires carry guidon?

22. Describe how the guidon bearer would execute order guidon while at carry guidon.

23. Describe how the guidon bearer would execute carry guidon while at order guidon.

24. Describe how the guidon bearer would execute present guidon when at the carry or order guidon.

25. How does the guidon bearer execute column movements and turns?

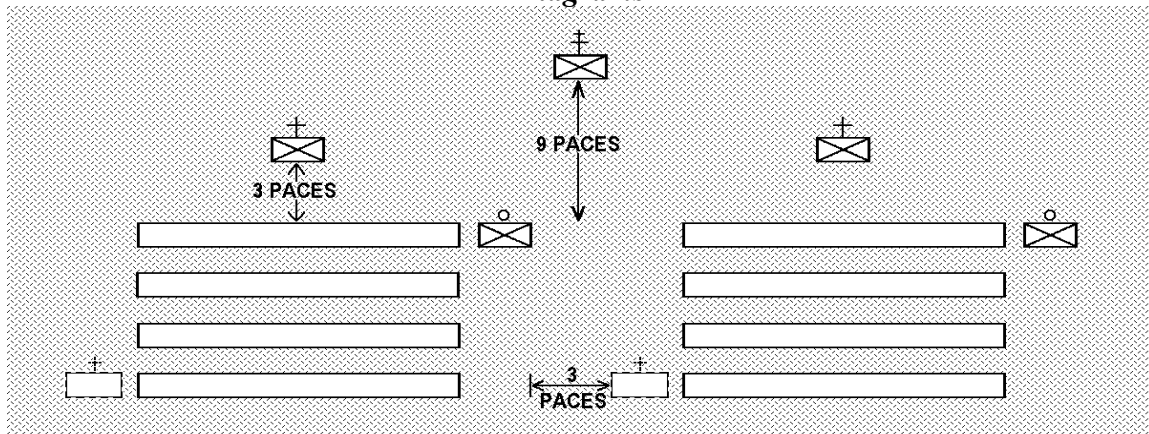
## Exercise

Below are a list of titles and diagrams. Match each title to the correct diagram by writing the correct answer in the space provided.

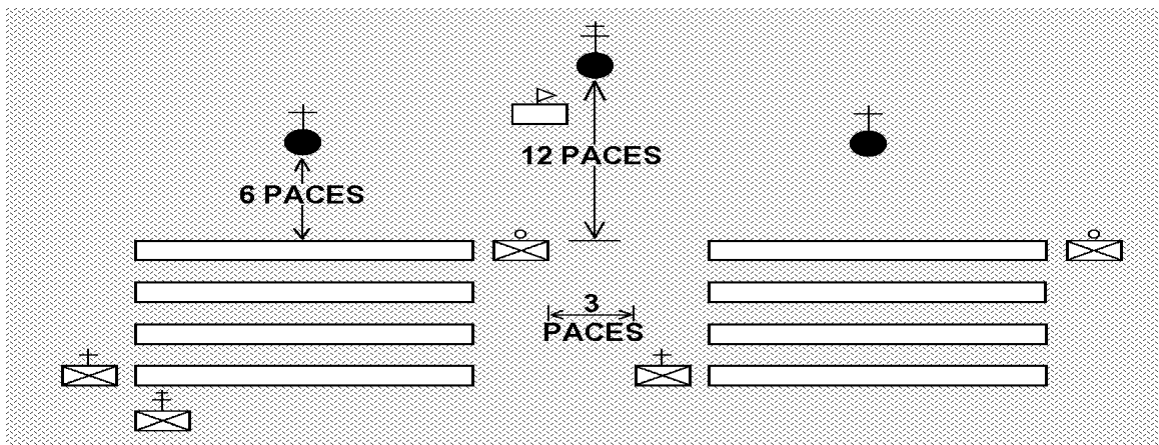
### ***Titles***

- a. Forming the Squadron in Line
- b. Squadron in Line
- c. Inspection of the Squadron
- d. Squadron in Column
- e. Squadron in Mass Formation
- f. Right Turn in Mass Formation
- g. Squadron in Extended Mass Formation

### ***Diagrams***



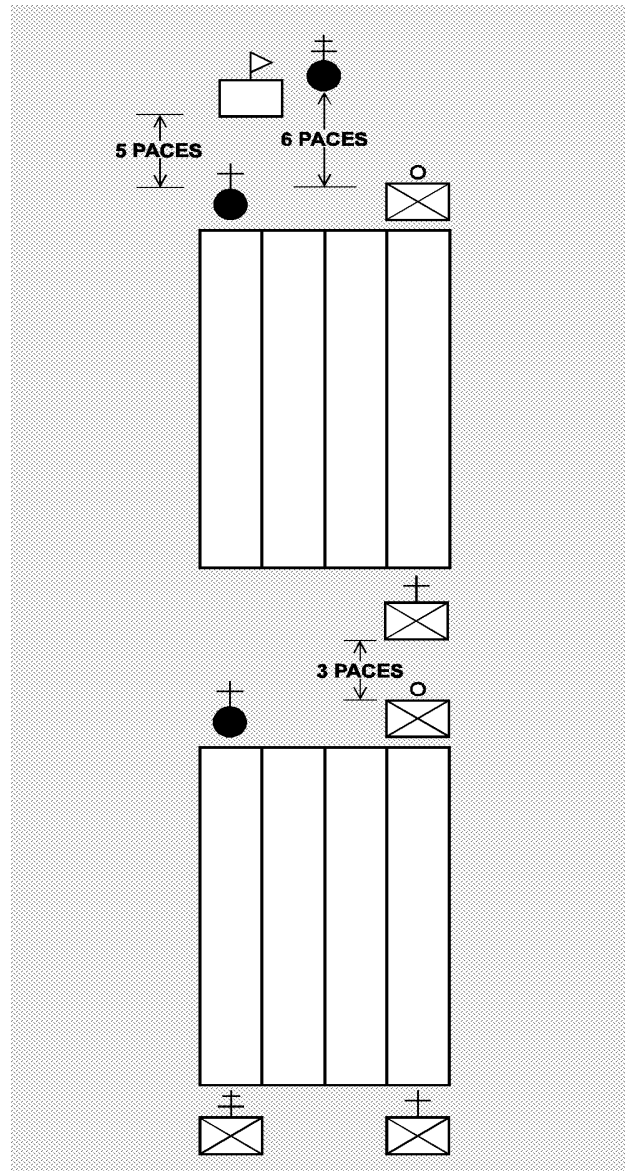
1. \_\_\_\_\_



2. \_\_\_\_\_

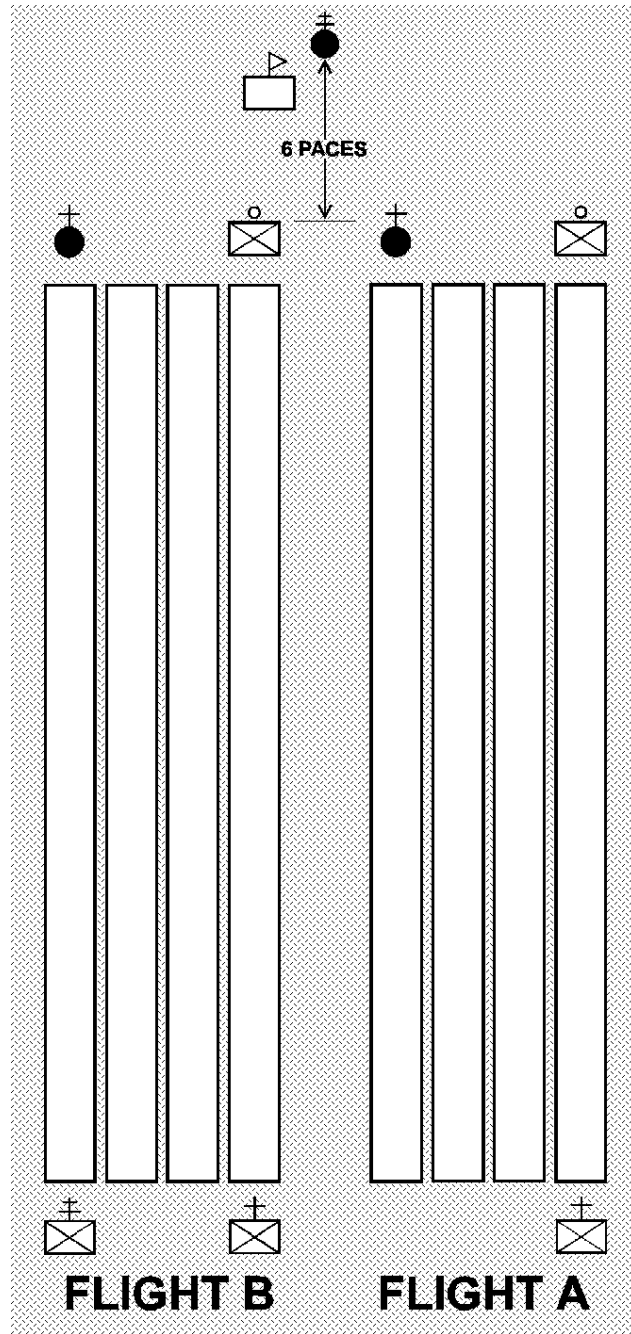


*(Diagrams Continued)*



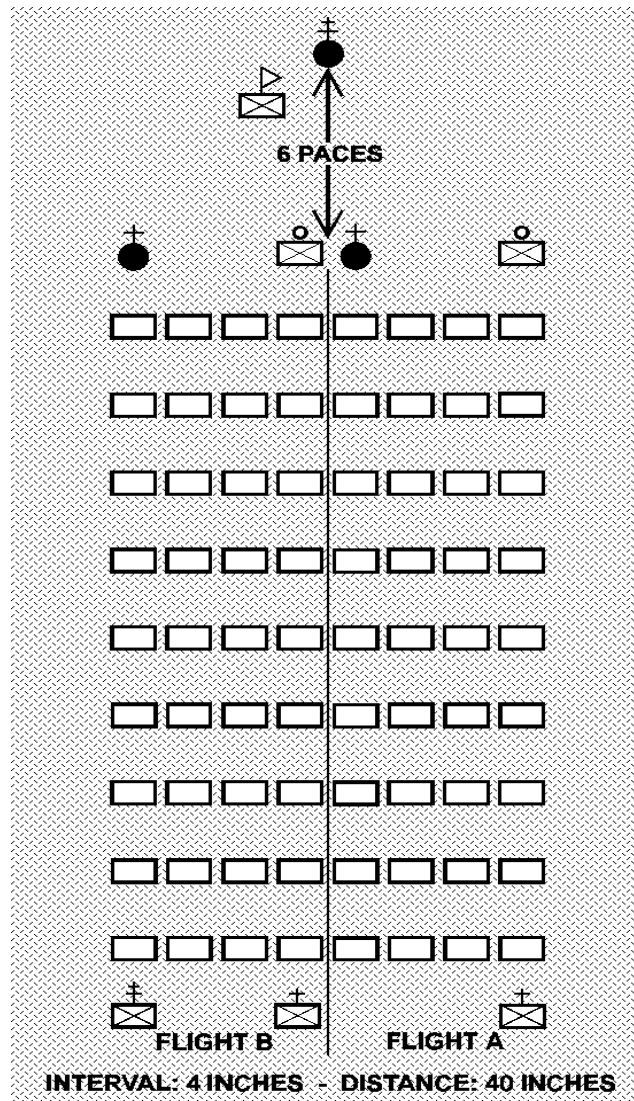
3. \_\_\_\_\_

*(Diagrams Continued)*



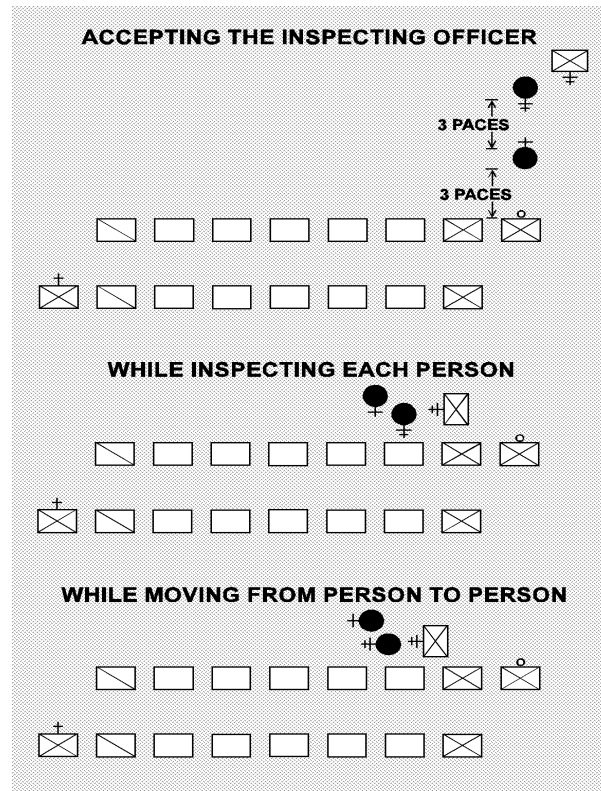
4. \_\_\_\_\_

*(Diagrams Continued)*

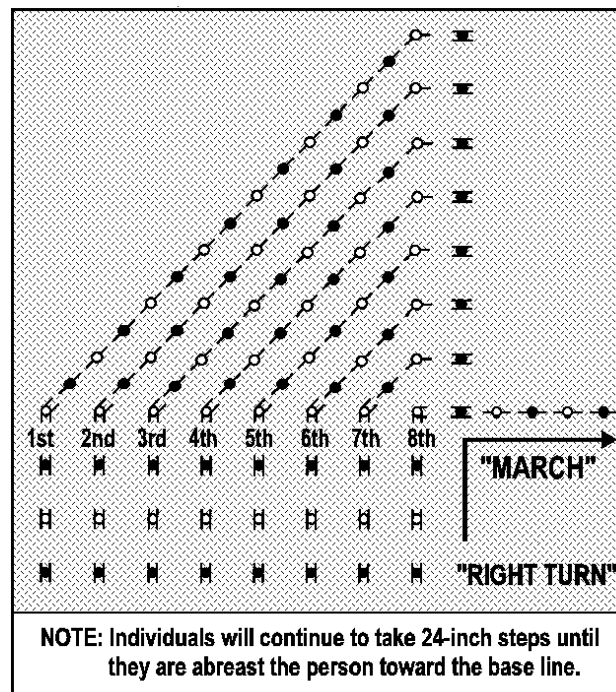


5. \_\_\_\_\_

(Diagrams Continued)



6. \_\_\_\_\_



7. \_\_\_\_\_

## ***Chapter 6***

### **Group and Wing Formations**

#### **A. Define, Describe, or Identify:**

1. Group -
2. Wing -
3. Distance -
4. Review -

#### **B. Fill in the Blank:**

Fill in the blank with the word or words necessary to complete the statement.

1. Formation and movement of the \_\_\_\_\_ and \_\_\_\_\_ bare for ceremonies.
2. When in \_\_\_\_\_, the group drills by command.
3. The \_\_\_\_\_ is the smallest formation with a staff.
4. Staff members usually are arranged from \_\_\_\_\_ to \_\_\_\_\_ in order of rank, the senior on the \_\_\_\_\_.
5. The \_\_\_\_\_ is positioned in the center of the formation and is considered when measuring interval.
6. The \_\_\_\_\_ are placed on each flank of the line on which the group is to form.

7. The group forms in column from a line of \_\_\_\_\_ in line by executing right face.
8. The group is formed first on the \_\_\_\_\_.
9. When space is limited, the squadron is brought on the parade ground in a \_\_\_\_\_ of flights and \_\_\_\_\_ left as the flights come on to the ready line.
10. When the squadron arrives in its position on the ready line, it is halted and faced to the left. The squadron commander then commands \_\_\_\_\_.

### C. True or False:

Place a **T** in the blank if the statement is True and an **F** in the blank if the statement is false.

- \_\_\_\_1. The wing does drill by command.
- \_\_\_\_2. The groups is the smallest formation with a staff.
- \_\_\_\_3. On special occasions, the wing may be formed in line with groups in mass formation.
- \_\_\_\_4. Before the ceremonies, the adjutant ensures the group position on the parade ground is marked with two flags.
- \_\_\_\_5. The distance is measured from the front of the leading element to the rear of the element next in order of march.
- \_\_\_\_6. For ceremonies, the group is formed with squadrons in mass.
- \_\_\_\_7. As each squadron arrives in its position on the ready line, it is halted and faced to the left. The squadron commander commands **Forward, MARCH**.
- \_\_\_\_8. When all elements are dressed, the adjutant commands **Guides, POST**.
- \_\_\_\_9. A review may be held to allow a higher commander, official, or dignitary to observe the state of training in a command.

## **D. List or Describe:**

1. How does the group or wing assume any formation?
2. What is the purpose of a review?
3. How is a group formed in column?

4. What action is taken to dismiss a group?

5. What happens if there is an increase in size for appearance in group formation?



## ***Chapter 7***

# **Ceremonies**

### **A. Define, Describe, or Identify:**

1. Reveille -
2. Retreat ceremony -
3. Retreat -
4. Halyard -
5. National Anthem -
6. To the Colors -
7. Parade -
8. Guidon Bearers -

## B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. The \_\_\_\_\_ ceremony takes place in the vicinity of the base flagstaff and is held after sunrise.
2. The \_\_\_\_\_ ceremony signals the end of the official duty day.
3. The flag should always be raised and lowered from the \_\_\_\_\_ side of the flagstaff.
4. When lowering the flag, the senior member commands the detail, \_\_\_\_\_ when the flag is low enough to be received.
5. When \_\_\_\_\_ are invited to participate in a ceremony within the territorial jurisdiction of the United States, they are assigned a position of honor ahead of the US troops, except for a small US detachment, which immediately precedes the foreign troops as a guard of honor.
6. A \_\_\_\_\_ is a ceremony within itself when respect is paid to the US Flag, as in retreat.
7. The adjutant takes a position on the final line \_\_\_\_\_ paces to the \_\_\_\_\_ of the first unit, faces down line, and begins the ceremony by commanding the band to sound Adjutant's Call.
8. On the command \_\_\_\_\_, the guide double times to the final line, halts, faces to the right, and aligns on the adjutant.
9. If in mass formation, on the command \_\_\_\_\_, the guides move to their positions in the ranks by executing a left face and taking one pace forward.
10. Immediately after publishing the orders, the adjutant commands **Officers, Center, MARCH**; then faces about and takes a position \_\_\_\_\_ pace to the right and 1½ paces to the rear of the commander of troops.
11. A \_\_\_\_\_ receiving a review takes a position on the right of the local commander.

12. The proper distance between units, including wing and group staffs and the colors, is \_\_\_\_\_ paces.
13. Medals are pinned on the \_\_\_\_\_ breast pocket of military personnel.
14. \_\_\_\_\_ are given to the reviewing officer when the grade is appropriate.

### **C. Multiple Choice:**

Circle the letter that correctly answers the question or completes the statement.

1. When outdoors in civilian clothes and the National Anthem or To the Colors is played, what procedure should be followed?
  - a. Stand at attention, face the flag, and place your right hand over the heart.
  - b. Face the flag and salute.
  - c. Face the flag and assume the position of attention.
  - d. Stand at attention until the music stops playing.
2. When in civilian attire, cadets should recite the Pledge of Allegiance while
  - a. standing at attention, remaining silent, and facing the flag.
  - b. standing at attention, facing the flag with the right hand over the heart.
  - c. sitting at attention and remaining seated until the Pledge of Allegiance is finished.
  - d. facing the flag (if visible) and standing at attention.
3. When in civilian attire and reciting the Pledge of Allegiance, male cadets should
  - a. assume the position of attention, salute, and face the flag (if visible).
  - b. stand at attention, remain silent, and face the flag.
  - c. face the flag and take the position of attention with their headgear remaining on.
  - d. remove their headgear with the right hand and hold it over their left shoulder, hand over the heart.

4. Cadets Miller and Smith, dressed in service dress uniforms, were seated inside Jones Coliseum to attend a basketball game. Just before the game started, the band played the National Anthem. Upon hearing the music the cadets should have
  - a. risen to their feet, faced the flag, stood at attention, and executed the military and salute.
  - b. risen to their feet and stood at attention until the music stopped.
  - c. come to attention, faced the flag, and saluted.
  - d. risen to their feet, faced the flag, and stood at attention.
5. Flight B marched by a reviewing stand where an uncased U. S. Flag was on display. What procedure should Cadet Olsen, acting flight commander, follow?
  - a. Render the salute by standing at attention and placing her right hand over her heart.
  - b. Execute a hand salute approximately six paces before she reaches the flag and hold it until she is approximately six paces beyond.
  - c. Come to attention, salute, and face the flag.
  - d. Execute a hand salute approximately four paces before she reaches the flag and hold it until she is approximately three to four paces beyond.
6. Cadet Brown was returning from a baseball game wearing his physical training uniform when he heard the band start playing the National Anthem. Cadet Brown should
  - a. come to attention and render the appropriate salute.
  - b. stop immediately, come to attention, and place his right hand over his heart.
  - c. come to attention, remain silent, and face the music.
  - d. stop immediately, come to attention facing the music, remove his headdress with his right hand and hold it at his left shoulder with his right hand over his heart.
7. Cadet Bowman, while in uniform, was riding with a civilian driver. What should they do when they hear the first note of To the Colors?
  - a. Stop the vehicle and both should remain seated at attention until the music stops.
  - b. Stop the vehicle, get out, come to attention and remain at attention until the last note is played.
  - c. Stop the vehicle and render the salute by standing at attention and placing the right hand over the heart.
  - d. Keep moving because no action is required.

8. When music accompanies the flag lowering ceremony, which of the following procedures is correct in regard to the timing of the activities?
- Once the flag has been lowered the National Anthem or To the Colors is played and the flag security detail folds the flag.
  - On the first note of the National Anthem or To the Colors, the flag is lowered in coordination with the playing of the music so that the two are completed at the same time.
  - The National Anthem or To the Colors will be played after the flag has been lowered to give the flag detail time to fold the flag before the music stops.
  - The National Anthem or To the Colors is played and the flag is lowered slowly and with dignity.
9. The optimum size of this formation should be four should be four by eight with staff positions.
- Squadron in Mass Formation with Wing in Line
  - Groups in Line (Column) with Squadron in Line (Column)
  - Wing in Line with Squadron in Mass Formation
  - Squadron in Line (Column) with Groups in Line (Column)
10. The optimum size this formation should be eight by eight with staff positions.
- Squadron in Line (Column) with Groups in Line (Column)
  - Squadron in Mass Formation with Wing in Line
  - Groups in Line (Column) with Squadron in Line (Column)
  - Wing in Line with Squadron in Mass Formation
11. The commander of troops and the wing and group commanders command **Eyes, RIGHT** when....
- they arrive four paces from the reviewing stand.
  - they arrive five paces from the reviewing stand.
  - they arrive six paces from the reviewing stand.
  - they arrive three paces from the reviewing stand.

12. On the command **CENTER**, the wing staff officer executes right face and the wing adjutant executes left face. They move forward...
  - a. three paces, halt, and executes about face.
  - b. four paces, halt, and executes about face.
  - c. five paces, halt, and executes about face.
  - d. six paces, halt, and executes about face.
13. When does the reviewing officer and those accompanying the reviewing officer salute the US flag?
  - a. While passing and stop in front of it.
  - b. When passing in front of it. (p. 86)
  - c. When approaching three steps in front of it.
  - d. After passing in front of it.

#### **D. True/False:**

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- \_\_\_ 1. Miniature flags displayed at downtown parades and sporting events should be saluted.
- \_\_\_ 2. Reciting the Pledge of Allegiance is optional for those in uniform if the participants are primarily civilians or in civilian attire.
- \_\_\_ 3. Outdoors at any ceremony where the U.S. Flag is present, all personnel will come to attention, face the flag in the ceremony, and salute.
- \_\_\_ 4. In military formations and ceremonies, the Pledge of Allegiance is not recited.
- \_\_\_ 5. In uniform outdoors but not in formation, if the flag is not visible and the music is recorded, all personnel will come to attention but no one is required to salute.
- \_\_\_ 6. When in uniform outdoors but not in formation, if the flag is visible, all personnel will face toward the flag and salute although the music is recorded.
- \_\_\_ 7. Flags and national anthems of friendly foreign nations are not shown the same respect as our own.
- \_\_\_ 8. If in uniform outdoors, but not in formation, with the flag in view when the music starts, all personnel will face the flag and stand at attention while the commander renders the salute for everyone.

- \_\_\_ 9. Small flags and flags on half staff are not saluted, neither are cased and folded flags.
- \_\_\_ 10. If the commander desires, a reveille ceremony may accompany the raising of the flag; if this is done, the ceremony takes place after sunrise near the base flagstaff.
- \_\_\_ 11. If the retreat ceremony takes place at the parade ground, it is a part of the parade ceremony, but if conducted within the squadron area, it is usually a ceremony not involving a parade.
- \_\_\_ 12. When US troops are invited to participate in a ceremony within the territorial jurisdiction of the US, they are assigned a position of honor ahead of the foreign troops.
- \_\_\_ 13. Any of the formations for the group may be used.
- \_\_\_ 14. In ceremonies of a wing or larger unit, the group should remain as one after passing in review.
- \_\_\_ 15. The group adjutants remain on line until all elements in their groups have come on line.
- \_\_\_ 16. The group commander dresses the group, and the squadron commander on the right checks the alignment.
- \_\_\_ 17. If it is not desired that the band troop the line, the adjutant commands **SOUND OFF**.
- \_\_\_ 18. If there is only one group participating in the ceremony, the adjutant and commander of troops give commands directly to the troops.
- \_\_\_ 19. The reviewing officer may designate an individual to return the salute as the units pass in review.
- \_\_\_ 20. Staff members are required to salute with the commander when the troops are presented.
- \_\_\_ 21. All individuals at the reviewing stand salute the US flag as it passes.

### E. List or Describe:

1. What would you do if you are indoors when the National Anthem or To the Colors is played?
2. Explain what you would do if you were outdoors at a sporting event in uniform but not in formation, and the U.S. Flag is visible and To the Colors is played.
3. Describe what you would do if you were an occupant of a civilian or military vehicle and the National Anthem or To the Colors is played.
4. Describe what you would do if outdoors at an event and an uncased flag is escorted past you.



5. Describe what you would do if indoors and the National Anthem or To the Colors is played and no flag is present.
6. What is the purpose and definition of ceremonies?
7. What is the suggested checklist for the commander of troops?
8. On the arrival of a general officer, what is the sequence of events for the general's flagbearer?
9. In a ceremony, the staff changes post (faces about) in what manner?

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